



**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

November 6, 2014

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2015-15

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Holiday Processing for November 2014

Attached is the calendar detailing the November 2014 processing schedule for LaGov HCM. It is imperative to note which holidays are on the LaGov HCM holiday calendar and which are not. Remember, holidays that do not appear on the LaGov HCM holiday calendar are not processed automatically.

Listed below is additional information that will clarify any concerns on processing and/or mailing of off-cycle and regular payroll checks and transmission of direct deposit payments during this holiday period:

- Reversal requests for November 28, 2014 payday should be sent to OSUP as early as possible but no later than 2:30 p.m. on **Tuesday, November 25, 2014**. LaGov HCM Reversals will be processed on Wednesday, November 26, 2014 and agencies must run an off-cycle by 4:00 p.m. in order for employees to be paid by payday. **Any reversal requests received after 2:30 p.m. on Tuesday, November 25, 2014 for November 28, 2014 payday will not be reversed in LaGov until December 10, 2014 due to office closures.**
- November 28, 2014 payday direct deposits will be transmitted on November 25, 2014 with a November 28, 2014 settlement date.
- November 28, 2014 payday payroll checks will be mailed by November 26, 2014.
- Off-cycle will close at **4:00 p.m.** on Wednesday, November 26, 2014 and OSUP will transmit off-cycle direct deposits and mail off-cycle checks before leaving for the day. Off-cycle will remain closed until the morning of Monday, December 1, 2014.

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- Requests for reversals for pay periods 25 2014 and prior must be sent to OSUP by December 10, 2014. Requests received after this day will not be processed until after the 2014 W-2s have been completed.

OSUP will issue a future memorandum detailing the holiday processing schedule for December 2014.

Any questions on the processing and/or mailing of employees' direct deposits and checks should be directed to OSUP at (225) 342-0713. If you encounter a particular holiday-related scenario that you are not sure how to code on a time record, please contact the [LaGov HCM Help Desk](#).

APH:MFR/pbh

Attachment: [November 2014 LaGov HCM Holiday Processing Calendar](#)